



CITY OF HUNTINGTON BEACH

2000 MAIN STREET

FIRE DEPARTMENT

CALIFORNIA 92648

Dear Citizen:

America leads the way in technology, productivity, standards of living and, unfortunately, fire and life loss. As Fire Marshal for the City of Huntington Beach, I officially request your participation in the elimination of fire/life hazards.

National fire loss experience reveals that business management's personal awareness and emphasis on the elimination of fire hazards play a key and vital part in overall fire safety risks. Your participation in the Huntington Beach Fire Department's fire/life safety program will also reduce business interruptions due to repeated Fire Department inspections.

On the reverse side are some of the more common requirements mandated by State and local fire codes. You, as the primary Fire Risk Manager of your business, must utilize your influence and continuous efforts to enforce these safeguards in your workplace.

CERTIFICATE OF OCCUPANCY APPLICANTS: A copy of your business application will be forwarded to the Huntington Beach Fire Department's Fire Prevention Division. You will be contacted by an Inspector to schedule an initial inspection in order to confirm code compliance and to further assist you in your fire protection efforts.

If you have any questions or require technical assistance, please contact the Huntington Beach Fire Department's Fire Prevention Division at (714) 536-5411.

Sincerely,

Bill Reardon
Fire Marshal / Division Chief

BR:sm

AISLES are to be maintained clear and unobstructed with a minimum clear width of 36 inches or as otherwise required by the Fire Code.

BUILDING ADDRESS NUMBERS are required on all businesses at the main entrance from a public street or highway. Numbers shall be at least 6 inches in height for multi-family and commercial occupancies, and 10 inches for industrial occupancies. Individual units and tenant spaces must be a minimum height of 4 inches.

COMBUSTIBLE RUBBISH, OILY RAGS OR WASTE MATERIAL kept within a building shall be stored in metal containers with tight-fitting lids.

DOORS REQUIRED TO BE SELF CLOSING OR AUTOMATIC CLOSING must be operable and unobstructed at all times. This prohibits the attachment of doorstops and the use of door wedges.

EXITS AND EXIT CORRIDORS must be maintained clear and unobstructed at all times. The storage of material on any stairway or under any open stairwell is prohibited.

EXTENSION CORDS are permitted on a "temporary" basis only. They may not be used in place of building wiring.

FIRE DEPARTMENT PERMITS are required for the storage and use of flammable and combustible liquids, hazardous materials, chemicals, compressed gases, dry cleaning, high piled storage, places of assembly, repair garages, and other processes or uses. Refer to the Huntington Beach Fire Code or contact the Fire Department for a complete list. These permits must be displayed at the place of business.

FIRE EXTINGUISHERS are required to be serviced annually or after each use. Hood systems require semi-annual service or after each use. All services shall be conducted by a state licensed agent.

FIRE PROTECTION SYSTEMS require the owner/operator to conduct quarterly maintenance inspections on sprinkler systems and semi-annual maintenance inspections on standpipe systems. State Fire Marshal authorized certification of both systems is required to be conducted annually by a state licensed agent. Maintenance inspection and certification service records must be kept readily available for Fire Inspectors.

FLAMMABLE AND COMBUSTIBLE LIQUIDS stored in quantities of 10 gallons or more inside the building must be placed in an approved storage cabinet. All liquids must be stored in original containers with tight-fitting lids. Open containers are prohibited.

HAZARDOUS MATERIALS DISCLOSURE is required for any amount of chemical carcinogen and/or radioactive material, and hazardous materials or waste in amounts equal to or greater than 55 gallons (if liquid), or 500 pounds (if solid) per year or 200 cubic feet of gas on site at any one time.

HEATING EQUIPMENT ROOMS shall not be used for the storage of combustible materials.

ILLUMINATED EXIT SIGNS must be illuminated whenever the building is occupied.

REQUIRED EXIT DOORS must be maintained unlocked on the inside during business hours and operable from the inside without the use of a key or special knowledge.

REQUIRED FIRE SEPARATION WALLS AND SAFEGUARDS must be free of holes and maintained in good repair.

STORAGE shall be orderly, not to endanger exiting, and shall have a minimum clearance 2 feet between the ceiling and top of storage. Eighteen (18) inches clearance shall be required in all sprinklered buildings.